



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF LANDSCAPE ARCHITECTURE**

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**PUBLIC MEETING MINUTES: BOARD OF LANDSCAPE ARCHITECTURE**

**MEETING DATE AND TIME: Thursday, August 9, 2018 at 9:00 a.m.**

**PLACE:** Conference Room C, Cannon Bldg,  
861 Silver Lake Blvd Dover, DE 19904

**MINUTES APPROVED:**

**MEMBERS PRESENT**

Jeff Clark, Professional Member, President  
Timothy Metzner, Professional Member, Secretary  
Mary Ann Whidby, Public Member

**MEMBERS ABSENT**

Julie Bruck, Professional Member  
Katherine Artigliere, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Lisa Smith, Administrative Specialist II  
David Mangler, Division Director

**OTHERS PRESENT**

There were no others present.

**CALL TO ORDER**

Mr. Clark called the meeting to order 9:01 a.m.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the May 10, 2018 meeting. Mr. Metzner made a motion, seconded by Ms. Whidby to approve the minutes as presented. By unanimous vote, the motion carried.

**Unfinished Business**

The Board members discussed the process for applicants to be eligible to sit for the CLARB National Exam. In addition, the Board members discussed the Delaware Landscape Architect Licensure application. Mr. Mangler assured the Board that a draft change to the application instructions would be available for review at the November meeting. Ms. Singh suggested which changes/additions should be added to the instruction portion of the Landscape Architect Licensure application. Mr. Mangler explained to the Board that the current on line renewal system is not directly connected to the licensing database, but that the New Licensing System should give licensees more options and more help with completing the on line renewal process.

Ms. Singh explained to the Board that there must be a procedure in place in order for applicants who have not yet taken the National exam to receive “Board Approval” prior to registering for the CLARB Exam. Ms. Singh and Mr. Clark discussed drafting new regulations which would clarify which education and courses would be deemed “acceptable to the Board” for approval to sit for the exam. Mr. Clark stated that one of the requirements should be that courses must be LAAB or LAAC accredited.

### **New Business**

#### **Ratification of Application(s) by Reciprocity**

Mr. Metzner made a motion, seconded by Ms. Whidby to ratify the applications for licensure by reciprocity for the following applications:

David Patterson	Michelle Floam	James Szabo
Joshua Twardowski	Lisa Delplace	Lila Fendrick

By unanimous vote, the motion carried.

#### **Ratification of Certificate of Authorization Application**

Mr. Metzner made a motion, seconded by Ms. Whidby to ratify the Certificate of Authorization applications submitted by Alta Planning & Design Inc. and T & M Associates Consulting Engineer Inc. By unanimous vote, the motion carried.

### **Other Business before the Board**

Ms. Singh explained to the Board that they should amend portions of the License Laws by removing obsolete or incorrect language.

### **Public Comment**

There was no public comment.

### **Next Meeting Date**

The Board will hold the next scheduled meeting on November 8, 2018 at 9:00 a.m., in Conference Room “B” of the Cannon Bldg., 861 Silver Lake Blvd., Dover, Delaware.

### **Adjournment**

There being no further business, Mr. Metzner made a motion, seconded by Ms. Whidby to adjourn the meeting. The meeting was adjourned at 9:40 a.m.

Respectfully submitted,



Lisa Smith  
Administrative Specialist II  
Board of Landscape Architects